



U.S. Department of Housing and Urban Development  
Washington, D.C. 20410

OFFICE OF THE CHIEF PROCUREMENT OFFICER

**REQUEST FOR PROPOSAL R-OPC-23426**

**Date Issued:** 8 June 09

**Closing Date:** 10 July 09

**Closing Time:** 4:00 p.m. (Local EST Time)

Dear Prospective Offeror(s):

Enclosed is Request for Proposal (RFP) R-OPC-23426. The Department is seeking offers from qualified firms for a Home Equity Conversion Mortgage (HECM) Service Provider (SP). The SP will provide a cost-effective web-based service that can support the HECM program, commonly known as the FHA reverse mortgage program, which HUD has described in greater detail in the attached Request for Proposal (RFP).

The North American Industry Classification System (NAICS) Code for this procurement is 519190, "All other Information Services". This is a "Full and Open Competition" procurement. It is the Department's intent to award a Firm-Fixed-Price Contract. The contract performance period will be a base year with four one-year priced option periods. **Based on the magnitude and scope of the services described in this solicitation, HUD encourages teaming arrangements, joint ventures, and subcontracting opportunities.**

The RFP is structured in accordance with FAR Part 15 required by the Federal Acquisition Regulation. While offerors are encouraged to review the entire solicitation, please pay close attention to the following:

- Section B
- Statement of Work
- Section L & M (Instructions, Conditions, and Notices to Offerors and Evaluation Factors for Award)

There are some clauses within the solicitation that are incorporated by reference, FAR clauses, in full text, may be reviewed on the Internet at: <http://www.acqnet.gov>

Prospective Offerors should be aware that the HUD building is a secure building. Visitors must enter at either the Northeast entrance or the Southeast main entrance. Visitors will be required to walk through a metal detector, have all belongings screened by an x-ray system, show valid picture identification, and sign the visitor's log. Guards will telephone the visitor's HUD contract to announce their arrival and confirm their appointment prior to allowing entry. This will require extra time. Offerors must therefore ensure that any commercial delivery service or company employee has appropriate identification, and allows extra time for any hand carried deliveries. The telephone number to be provided to the guard to announce your arrival is: (202) 402-2033. Delays experienced at the guard desk or refusal of admission **DO NOT** constitute excusable delays. **PROPOSALS MUST BE IN OCPO, ROOM 5256 NO LATER THAN THE TIME SPECIFIED FOR RECEIPT OF PROPOSALS TO BE CONSIDERED FOR AWARD.**

For the hearing impaired community, the Telecommunications for the Deaf TTY is (202) 708-1455.

Effective October 1, 2003, FAR Part 4 requires that contractors must be registered in the Central Contractor Registration (CCR) prior to the award of any contract. The website to register in CCR is [www.ccr.gov](http://www.ccr.gov).

The contractor selected is also required to register in the Contractor Performance System (CPS) prior to award. The system will be used to evaluate Contractor performance under the anticipated contract. Contractors currently registered in CPS need not re-register.

The following is the website for registration for contractors:

[http://ocm.od.nih.gov/cdmp/cps\\_contrator.htm](http://ocm.od.nih.gov/cdmp/cps_contrator.htm)

Access to the system, after obtaining a username and password, is at the following address:

<https://cpscontractor.nih.gov>

**OFFEROR ALERT! The solicitation may only be downloaded from the fedbizopps web page at <http://www.fedbizopps.gov>**

Questions concerning this RFP must be submitted via e-mail to Jennifer. J .Awkard at [Jennifer.J.Awkard@hud.gov](mailto:Jennifer.J.Awkard@hud.gov) from June 8, 2009 through June 12, 2009 at 4:00 PM EST.

Sincerely,

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Jennifer J. Awkard  
Contracting Officer